

**Overview** Mailers may be authorized to mail without affixing postage if payment is made at the time of mailing from an advance deposit account. This payment method may be used to pay special service fees as well as postage. Each mailpiece sent under this method must bear a permit imprint indicia showing that postage is paid. These mailings must be presented for weighing unless otherwise authorized by the rates and classification service center (RCSC). Permit imprint mailings must contain at least 200 pieces or 50 pounds (P040.5), but higher volumes may be required for mail at some rates.

**Fees** (R900.14) A mailer must complete Form 3615, *Mailing Permit Application and Customer Profile*, and pay an \$85 one-time fee at the post office where mailings are made. If no mailings are made during a 24-month period, the permit is revoked. A separate annual bulk mailing fee may be due, depending on the class of mail to be prepared.

**Postage and Payment Methods** (P040) Producing imprints: embossed or unembossed permit imprints may be made by printing press, hand stamp, lithography, mimeograph, address plate, or similar device. They must not be typewritten or hand-drawn (P040.2).

Formats: permit imprints for ordinary mail, official mail, and Mailgrams must be prepared in one of the formats described in P040. See reverse for examples as applicable to the rate claimed or class of mail. Company-style imprints may be used, subject to P040.3.

First-Class Mail and Priority Mail (P040.3)  
Permit imprints for First-Class and Priority Mail must show city and state, "First-Class Mail," "Priority Mail," or "Priority" (as applicable), "U.S. Postage Paid," and permit number. The permit imprint may include the mailing date, amount of postage paid or number of ounces for which postage was paid, ZIP Code, and rate markings. The endorsement "Mailed From ZIP Code," followed by the 5-digit ZIP Code assigned to the post office of mailing, may be used instead of printing the city and state.

Standard Mail (P040.3)  
Standard Mail (A) and (B) permit imprints must contain the same information required for First-Class Mail imprints, except that the date and words "First-Class" or "Priority" or Priority Mail" must be omitted. The permit imprint may include the amount of postage paid, the weight of the piece, and rate markings as required.

**Mail Preparation and Sortation** All pieces in a permit imprint mailing must be of identical weight unless otherwise authorized by the RCSC (P040.5). Other markings and endorsements may be required by the standards of the rate claimed or service requested.

**Deposit** Mailings must be deposited at a business mail entry unit or other location designated by the postmaster. Mail must not be deposited in street collection boxes. Postage statements must be submitted as specified by P012 and the standards for the rate claimed.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

## First-Class Mail



FIRST-CLASS MAIL  
U.S. POSTAGE  
PAID .00  
PERMIT NO. 1

FIRST-CLASS MAIL  
U.S. POSTAGE  
PAID  
MAILED FROM ZIP CODE 10001  
PERMIT NO. 1

FIRST-CLASS MAIL  
AUTO  
U.S. POSTAGE PAID  
WASHINGTON, DC  
Permit No. 1



FIRST-CLASS MAIL  
U.S. POSTAGE  
PAID 1 oz.  
PERMIT NO. 1

PRESORTED  
FIRST-CLASS MAIL  
U.S. POSTAGE PAID  
New York, NY  
PERMIT NO. 1

FIRST-CLASS MAIL  
AUTOCR  
U.S. POSTAGE PAID  
WASHINGTON, DC  
Permit No. 1

## Standard Mail (A)



U.S. POSTAGE  
PAID .00  
PERMIT NO. 1



BULK RATE  
ECRWSS  
U.S. POSTAGE  
PAID  
PERMIT NO. 1

U.S. POSTAGE  
PAID  
MAILED FROM  
ZIP CODE 10001  
PERMIT NO. 1

U.S. POSTAGE  
PAID  
John Doe Company

U.S. POSTAGE  
PAID  
New York, NY  
Permit No. 1  
ZIP CODE 10001

BULK RT  
AUTO  
U.S. POSTAGE PAID  
NEW YORK, NY  
PERMIT NO. 1



BULK RATE  
U.S. POSTAGE  
PAID  
PERMIT NO. 1

BULK RATE  
U.S. POSTAGE PAID  
NEW YORK, NY  
PERMIT NO.1

BLK. RT.  
U.S. POSTAGE  
PAID .00  
MAILED FROM ZIP CODE 60607  
PERMIT NO. 1

BULK RATE  
AUTOCR  
U.S. POSTAGE PAID  
NEW YORK, NY  
PERMIT NO.1

BULK RATE  
ECRWSS  
U.S. POSTAGE PAID  
NEW YORK, NY  
PERMIT NO.1

STANDARD  
U.S. POSTAGE PAID  
NEW YORK, NY  
PERMIT NO.1



NONPROFIT  
U.S. POSTAGE  
PAID  
PERMIT NO. 1



NONPROFIT ORG  
U.S. POSTAGE  
PAID .00  
PERMIT NO. 1

NONPROFIT ORG  
AUTOCR  
U.S. POSTAGE  
PAID  
WASHINGTON, DC

## Standard Mail (B)

LIBRARY MAIL  
U.S. POSTAGE PAID  
MAILED FROM ZIP CODE 10001  
PERMIT NO. 1

BULK PARCEL POST  
U.S. POSTAGE PAID  
MAILED FROM ZIP CODE 10001  
PERMIT NO. 1

BOUND PRINTED MATTER  
BLK. RT.  
U.S. POSTAGE PAID  
New York, NY  
PERMIT NO. 1

PRESORTED  
SPECIAL STANDARD MAIL  
U.S. POSTAGE PAID  
MAILED FROM ZIP CODE 10001  
PERMIT NO. 1

These are only examples; not all possible variations are shown. When not in indicia, class or rate must be marked on mailpiece (see M012). See P040 (Exhibits 4.1a and 4.1b) for other examples.